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Welcome

We are delighted you have chosen Wishing Well Preschool to fulfill your childcare needs! Caring for your child is a responsibility we take very seriously. You should feel at ease and confident about the place where your child spends their day. We have been caring for the children in the DeForest community for over 20 years. Our credentialed and degreed teachers and staff are dedicated to providing quality early care and education for our children. Daily interaction with loving, caring people can positively influence your child's future. While you are participating in the program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child.

Please take time to read this handbook, as it will answer many questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support your role as a parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions, concerns, or problems; feel free to talk to your child's teacher or the center's director. We want the best for you and your child.

Licensing Information

- ❖ Wishing Well Preschool and Child Care is licensed through the Department of Children and Families (DCF).
- ❖ Wishing Well Preschool is a participant of the YoungStar Program. We are a national accredited child care center receiving a 5 star rating.

Admission

Enrollment at Wishing Well Preschool is open to children from six weeks to age six. Enrollment shall be granted without regard to race, color, age, religion, sex, handicap, marital status, political persuasion, national origin or ancestry, physical appearance, income level or source of income, student status, sexual orientation, or arrest or conviction record, except as regulated by Wisconsin Statute and administrative rules for group child care centers.

Parents can apply for enrollment of their child in Wishing Well Preschool by completing the Enrollment Application and paying the \$50 Registration Fee per child any time during the year. The Registration Fee will not be used for

future tuition and is not refundable. A parent interested in child care at Wishing Well Preschool is required to meet with the a Director at least once before enrollment in order to view the center, complete required forms and related information about their child(ren).

A child's date of birth, developmental level, and space available are taken into consideration when determining classroom placement. Enrollment decisions are made by the Administrator after consultation with teachers and parents. Children who are unable to be placed immediately will be placed on a waiting list and parents will be contacted once a space becomes available. The Administrator, according to the enrollment and date of application, maintains the list. Placing a child's name on the wait list does not guarantee enrollment.

All regular care will be provided under a signed agreement between the parent or guardian and Wishing Well Preschool. Fees will be assessed on a weekly basis, according to this agreement, with extra hours being charged at an additional rate. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing services for any duration.

Continued enrollment is contingent upon the parent's, emergency contact persons', and child's adherence to the policies and procedures of Wishing Well Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Enrollment

Upon acceptance, your family will be required to complete several forms provided by the Department of Children and Families (DCF) prior to your child's first day of attendance. These forms are included in your child's registration packet sent to you prior to your child's scheduled start date. Your child will be allowed to start once the following forms have been completed and returned. They include:

1. Child Care Enrollment Form
2. Health History and Emergency Care Plan
3. Infant / Toddler Intake Form (when applicable)
4. Health Report – completed by your child's physician and required within 30 days of enrollment
5. Immunization Record Form – required within 30 days of enrollment
6. Parent Handbook Acknowledgement signed
7. Fee Agreement signed

Parents who do not have a completed Health Report or Immunization Record upon enrollment are required to provide the date of the child's doctor appointment to complete the forms. Health Reports are updated each two years for children over the age of 24 months and every six months for children who are under 24 months. It is the parent's responsibility to return these forms promptly to ensure licensing compliance. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons.

Parents are required to notify Wishing Well Preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Upon acceptance, your child's placement will be secured by advance payment of one week's tuition which will be applied to your child's first week of attendance. If your family receives a form of tuition assistance, a copy of the assistance agreement is required prior to enrollment. Any fees not covered by the agency will be the responsibility of the parent.

Daily Attendance

Full-time attendance is considered four hours or more per day. Part-time attendance is up to four hours per day. Fees are calculated accordingly. Wishing Well Preschool and Child Care requires a minimum of two days attendance per week. Each family is required to sign a Fee Agreement sheet which details their child's contracted hours. Contracts may be renegotiated as needed and your account will be charged \$25.00.

Wishing Well Preschool's hours of operation are meant to accommodate working families. Although we are open eleven hours per day, it is our belief no child should be separated from his or her parent for more than ten hours. Thus, all hours of attendance will be contracted for no more than ten hours per day. You will be assessed a \$5.00 fee for every 1 – 15 minutes your child is signed in early or out late per your contract. This fee is per child; not family.

The center closes at 5:30 PM daily. If you are running late, please call the center. A late pick-up fee will be assessed at \$5.00 for every 1 – 5 minutes for the first two late offences within the calendar year. If the parent is late a third time, the fee will double for the third and fourth offenses. If the parent is late 5 or more times in the calendar year, the fee triples.

Parents are required to inform the center by 9:00 AM if their child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. We will attempt to contact a parent within one hour of your normal arrival time if we have not been notified in advance of an absence. The phone call will be documented as per DCF requirements.

Tuition and Fees

All custodial parents and / or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Wishing Well Preschool. This fee agreement also indicates your contracted hours of care at Wishing Well Preschool. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

All payments are due on the Friday prior to the week of attendance. The tuition box located near the office is the appropriate place to deposit your payment. Any payment received after close of business Monday will be assessed a \$35.00 late fee. Parents will be notified when payments are past due. Enrollment will be terminated if payment is not made within one week of the due date; past due accounts will not be tolerated. Wishing Well Preschool reserves the right to terminate care without giving a two week notice for non-payment.

Cash, check, money order, or credit cards may pay tuition. Wishing Well Preschool accepts Visa and Master Card with an additional \$3.00 convenience fee per transaction. Receipts will be given for tuition payments made by cash or credit card. All cash payments must be handed directly to one of the Directors. There is a \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order, or credit card.

Tuition Fees include meals, snacks, and lessons offered at Wishing Well Preschool. Field trip admission fees, special events and / or occasional supplies for projects may be collected in addition to weekly tuition. Advance notice of such fees will be provided to families and the charges will be added to your weekly tuition. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather, or acts of a Higher Power.

Wishing Well Preschool does accept child care subsidies. Subsidized children must have a written authorization on file before they start care. We follow our contractual obligations with Wisconsin Shares program and require parents to pay their co-payment by Friday prior to care with the same consequences as private paying families. Parents of subsidized children must complete all required paperwork on time to continue enrollment at Wishing Well Preschool. Parents of subsidized children are also required to sign a Fee Agreement, agreeing to be personally responsible for the payment of tuition in the event they become ineligible to receive child care subsidies.

Wishing Well Preschool offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates for the older of two children are discounted 10%; the oldest of three siblings is a 20% tuition discount. Discounts are only applicable when tuition payments are made on time. The full tuition rate plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Typically, an annual tuition increase occurs during the month of September. Fluctuations in rates reflect an increase in the costs of maintaining an outstanding facility staffed by highly qualified teachers in addition to the rising costs of every day expenses associated with a child care business. Each family in attendance will receive prior notice of the increase and a fee schedule reflecting their child's tuition rate.

Withdrawal / Schedule Changes

Two weeks written notice is required when withdrawing a child for any reason. If the proper notification is given, any unused tuition and deposit will be refunded within 30 days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded. Vacation time may not be used as part of the required two week notice of withdrawal.

Parents, who wish to change their child's days or times of enrollment at Wishing Well Preschool, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee. The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered final until a new fee agreement is signed and the appropriate fees are paid. If the schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

A two week written notice is required before changing enrollment status or withdrawing your child from Wishing Well Preschool. All fees must be paid in full prior to your child's last day of enrollment. Failure to do so may result

in turning your account over to the center's attorney for collections. For special events, a child may attend on the event day based on adequate staffing. An additional fee will be charged for the extra day of attendance.

Vacation Policy / Sick Days (Vouchers)

Each family receives one week of attendance for a scheduled vacation issued in vouchers. Additional weeks of vacation must be paid in full to ensure your child's placement. Requirements for usage of a vacation week include:

1. Your child must be physically absent from the center during the scheduled vacation week.
2. Vouchers will be valid from September 1 – August 31 each year and cannot be carried over from year to year.
3. Vacation weeks may not be used to cover the two-week termination notice (see below).

Vouchers will be given for the equivalent of three normal contracted weeks per year prorated based on the number of months in that year you actually maintained those contracted hours. Vouchers will be given after you have been with the center for three months if your bill is current, and may only be used if your account is current when you wish to use them. If a voucher is used prior to the days off, please turn in with / or in place of your weekly tuition check. Vouchers turned in due to an unanticipated absence should be turned in with the next tuition payment to ensure proper credit.

Each family will also receive three Sick Day vouchers per year beginning in September. This may be used for an absence that is unplanned due to illness. All vacation and sick days will be tracked by the administration. Your vouchers are proof of your available days and must be turned in with or in place of payment when used to receive proper credit.

Holidays

Wishing Well Preschool and Child Care will close in observance of the following holidays:

- | | |
|------------------|---------------------------|
| New Year's Day | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| Independence Day | Christmas Eve |
| Labor Day | Christmas Day |

In addition, Wishing Well Preschool will be closed each year on the third Friday of February for the purpose of staff in-service and additional training. The previously mentioned holidays require payment even though Wishing Well Preschool will be closed on these days.

If a normally scheduled holiday falls on a weekend day, Wishing Well Preschool will close as follows:

- When the holiday falls on Saturday, we will close on the preceding Friday.
- If the holiday falls on Sunday, Wishing Well Preschool will close the following Monday.

Closings due to Inclement Weather

During inclement weather months, we remain open whenever possible. However, if the DeForest Area School District (DASD) posts a closing (including an early release as a result of bad weather), Wishing Well Preschool will post the same closing and will follow the same closing time as the public schools. This is any inclement weather closing that is determined to be unsafe by the DASD meaning snow and wind chill warnings.

We will use the television station CBS-Channel 3 for a listing of public school closings including their website. Wishing Well Preschool will not publically make a separate announcement, but we will have the information on our message system. The decision regarding Wishing Well Preschool's closing for inclement weather is at the discretion of the Administrator when the DASD is not in session. Wishing Well Preschool will not open late due to public school delays; only follow school closings and early release as a result of inclement weather.

Outdoor Activities and Inclement Weather

We believe going outside is an important part of your child's day at Wishing Well Preschool. Outdoor activities may include neighborhood walks, sidewalk chalk drawing, outside classroom activities, organized games, and free choice.

It is our policy that all children participate in outdoor activities on a daily basis, weather permitting. We feel if your child is well enough to attend Wishing Well Preschool then they are well enough to participate in all of our daily activities including outside activities. With this in mind, we ask parents dress children accordingly. Parents should continue to send all proper winter play clothing every day, regardless of the weather.

In the event of inclement weather or extreme temperatures, outdoor play will be limited or cancelled based on state regulations. Wishing Well Preschool staff will verify temperature and wind chill readings prior to and during scheduled outdoor play. Inclement weather is defined as follows:

- Heavy rain
- Temperatures above 90° F
- Wind chills of 0° F or below for children age two and above
- Wind chills of 20° F or below for children under age two

The inside building temperature will be maintained at no less than 67° F. In addition, if the inside temperature exceeds 80° F air circulation will be provided via air conditioning or fans.

What to Bring to Wishing Well Preschool

Infants: Blanket, change of clothes, bottles, diapers, ointment and / or powders, security items, family photo

Toddlers: Blanket, change of clothes, diapers, ointment and powders, sleeping bag, bug repellent, security items, family photo

Pre-School: Change of clothes, sleeping bag, backpack, bug repellent, family photo



All items brought from home should be labeled with your child's name. Wishing Well Preschool provides wipes, formula, rice cereal and baby food. If parents choose to use a brand other than those provided by Wishing Well Preschool, it shall be provided by them with no reduction in tuition fees.

Wishing Well Preschool requires you to take your child's sleeping bag and blanket home each Friday to be washed, or more frequently if soiled. Crib sheets are provided and laundered each week. Soiled clothing is sent home with parents and immediate replacement of extra clothes is required.

On occasion, your child's teacher may provide an opportunity to bring in an item from home for Sharing Day.

Wishing Well Preschool has more than an adequate supply of dolls, trucks, books, and other toys for the children to use on a daily basis. It is not recommended children bring similar toys or valuable belongings from home. Wishing Well Preschool assumes no responsibility for lost or damaged items.

Clothing

Please dress your child for school in casual play clothing. Although we do our best to keep the children clean throughout our daily activities, we do get messy at times. Sensory activities, painting and playing outside are part of our routine. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. We take no responsibility for soiled, stained, torn, lost, or stolen clothing.

Coats, hats, gloves, snow pants, and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Winter boots are not allowed in the classroom; children must have a pair of shoes or slippers to wear at school while inside. Once again, it is recommended you mark your child's items with their name or initials. Lost and Found is located in the main hallway upstairs.

Children ages 3 and up are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothes includes shirt, pants, underwear and socks. Parents will be contacted to bring in clothing for your child if they do not have an appropriate change of clothing when needed.

Arrival and Departure

The physical safety of the children at Wishing Well Preschool and Child Care is of paramount concern. These regulations are designed to minimize risk for children, especially during heavy traffic times. When picking up or dropping off your child you are required to turn your vehicle off while parked in the Wishing Well Preschool lot.

For reasons of safety and security, parents must accompany their child in the parking lot, into the building and to their respective classrooms. The centers responsibility for your child begins when parents accompany their child to a teacher and verbally inform the teacher that they have arrived. We cannot be responsible for a child that we do not know has arrived.

We ask that you not "sneak out" as this action creates anxiety for young children. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes send a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary to help your child settle into an activity. If your child is

upset when you leave, please know that children usually calm down and are participating before the parent reaches the parking lot. Please feel free to call at any time to check on your child.

Drop off and pick up times can be busy times for teachers and often they only have time for a brief greeting or conversation. Their first and foremost responsibility is the children in their care. If you wish to leave an important message for your child's teacher, please write a note which will be attached to the classroom attendance sheet clipboard. And of course, you are always welcome to contact us via phone or e-mail

Wishing Well Preschool will relinquish responsibility for a child at pick-up time only to a parent, those persons over 16 years of age authorized by parents on the Emergency Contact form, or a person temporarily authorized by a phone call or a signed and dated note from a parent. Parents or their authorized agents take responsibility for their child upon their arrival at the end of the day. Parent(s) must accompany their child at all times while leaving the premises. Children are required to be escorted by their parent or another adult at all times while in the child care facility. Parents may not allow a child to wander through the hallways, bathrooms, other classrooms, or playground.

Building Security

Wishing Well Preschool utilizes a security system to gain entrance into our facility. Every family enrolled is required to use a security code to enter the building. We ask that parents not permit individuals they do not know to enter the building. When the buzzer rings, an administrator can see and / or speak to the individual to determine whether to permit them entrance into the building.

Child Guidance

We believe a positive relationship built on mutual respect between teacher and child creates a solid foundation for child guidance. We also believe an environment which is interesting and challenging with clear limits can minimize many behavioral issues that may arise in a classroom. Structure, routine and consistency are provided so over time children learn to accept responsibility for their behavior. Young children need to be reassured that the people who care for them will guide and protect them.



The purpose of our positive guidance policy is to help children learn behaviors which are acceptable to themselves and to others. For young children this means setting limits for their safety, the safety of others and the safety of the

equipment used. Our goal is to help children become self-reliant and internalize rules of behavior. Children are encouraged to take appropriate responsibility for their own behavior and to generate ideas for solving social conflict problems (i.e. how to share a toy).

Our major strategies are to

- Set clear limits for children
- State cause and effect when appropriate
- Change the environment when it interferes with positive behaviors
- Use redirection and diversion

Emphasis is placed on rewarding positive behavior; punishment which is humiliating or frightening to a child is prohibited. Corporal punishment is never allowed on Wishing Well Preschool's premises. This includes punishment for lapses in toilet training. Only a child care worker who meets the qualifications of a child care teacher or assistant teacher may discipline a child.

Time outs are used as a means of discipline on a very limited basis and only with children three years of age or older. A time away from the group may be assigned for behaviors which are cruel, abusive, disruptive, or which endanger the safety of a child or other classmates. A time away interrupts the unacceptable behavior by removing the child from the situation. It is a time for the child to rethink their behavior and regroup. The rule is one minute per age of the child for no more than a maximum of five minutes. The child is always in the room with the teacher when a time out is being implemented. The child is given an opportunity to discuss their actions with the teacher and then reenter the activity in progress.

Curriculum

Our primary goal is for children to feel safe and secure. Prior to being independent, a child must know that he or she can depend on adults and a predictable environment. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interests. Small group sizes and appropriate teacher-child ratios allow for meeting the individual needs of each child.



Wishing Well Preschool follows a curriculum that supports our active learners. Our curriculum is based on the views of John Dewey, Jean Piaget and Eric Erikson following the guidelines of creative curriculum for our preschool classrooms. The guiding philosophy is children learn

through hands-on play experiences and enjoy learning. This curriculum model offers the teacher and students an opportunity to explore an idea or topic through literacy, social skills, music, art, science or math in a variety of ways. Our 4K program uses Houghton-Mifflin literacy curriculum as well as Everyday Mathematics and Handwriting without Tears.

Our center is child-friendly with child-sized chairs, tables and equipment. Toys and learning areas are carefully arranged with low shelves containing picture labeled containers so children can easily help him or herself to the materials and help put them away as well. Equipment is monitored on an on-going basis to ensure proper working order. Broken or unsafe equipment is always taken out of service immediately to be repaired or replaced.

General Daily Schedule



Early morning free choice to play with friends
Morning Snack
Morning Circle Time
Group Art Project
Learning Centers / Small Group Activities
Large Motor / Outdoor Activities
Kindergarten Readiness Skills
Lunch
Clean up / Quiet Time
Journal Writing
Nap Time (Children under five-years-old)
Afternoon Snack
Afternoon Group Meeting
Learning Centers / Group Games
Music and Movement
Combined Groups / Outside Time

On alternating Monday afternoons, all preschool children are offered music with Mr. Dave Landau, a local children's musician and entertainer. Parents will find a daily schedule posted in their child's classroom, particular to their needs. Although each classroom's daily schedule varies, activities alternate between quiet and active, small and large group experiences.

The daily schedule may include play in a prepared environment which includes opportunities for children to choose activities such as blocks, dramatic play, science, games, puzzles, art, water and sand play, listening center, and cognitive skill activity. Group activities such as stories, music, creative dramatics, discussion, and large motor activities are incorporated into their day as well. Additional activities include outdoor play, field trips, and walks near the center.

Please note, the State of Wisconsin DCF requires children be offered something to eat every three hours they are in our care. In addition, a child who is in our care for more than four hours a day and is younger than 5 years of age shall have a quiet rest time per DCF. A child who has not fallen asleep after 30 minutes of quiet rest or who awakens will continue quiet time through the use of equipment or activities which will not disturb other children who are napping.

Wisconsin Model Early Learning Standards

The Wisconsin Model Early Learning Standards (WMELS) specify developmental expectations for children from birth through entrance to first grade. The standards reflect attention to all the domains of a child's learning and development. The domains include: Health and Physical Development; Social and Emotional Development; Language Development and Communication; Approaches to Learning; Cognition and General Knowledge. Each domain includes developmental expectations, program standards, performance standards and developmental continuum. Samples of children's behavior and adult strategies are also provided.

Our teachers have been trained on how to effectively implement WMELS as a means to develop goals and plan activities for the children in their care through the use of the teaching cycle. The teaching cycle includes:

1. Ongoing Assessment - what does your child know, what can they do;
2. Planning and Curriculum Goals – setting goals for your child and planning activities and materials to support learning around those goals;
3. Implementation – teaching through play and interactions with materials and people.

The teaching cycle is used by teachers in your child's early childhood program everyday as an ongoing process.

These standards provide a framework of developmentally appropriate expectations for young children that can guide their work in creating, evaluating, and improving the conditions necessary for children's optimal development. As a result, young children will have more opportunities for positive development and learning in the classroom setting and beyond.

Celebrations

Some holidays are beyond the understanding of young children. When we celebrate a holiday at Wishing Well Preschool, we design concepts and activities that give the children more experience with and understanding of the holiday. Holiday celebrations do not center on any religious belief but the customs of various cultures. We will notify the parents of the times and formats of celebrations. Generally there will be no special requirements of the parents. We feel it is important for young children to become familiar with the values, beliefs, and cultural traditions of different people and the ways they celebrate special occasions.

Infant and Toddler Daily Activities

The Infant and Toddler Programs at Wishing Well Preschool strive to meet the ever-changing developmental needs of these young children. In addition to providing a clean, safe and nurturing environment, the teachers have been trained to stimulate your child's intellectual and physical development through various developmentally appropriate activities which focus on large and fine motor skills, language development, self-expression and social interaction.



A consistent routine provides a balance of activities designed to meet individual needs and foster the physical, cognitive, social and emotional growth of infants and toddlers. Play activities, basic routines, and transitions provide opportunities for learning and growing throughout the day. Your child's day will include music and movement through musical instruments, children's music, singing, and noise making toys. Language development is reinforced with interaction with adults, board books and picture cards.

Arts and exploration are encouraged with finger-paints, mirrored walls and photo books. Gross motor play is achieved through activity walkers, climbing gyms and push / pull toys. Stacking blocks, clutch balls and scarves develop fine motor and self-help skills. Stuffed animals, dolls and soft activity mats provide an opportunity for quiet play.

Caregivers provide and watch over the use of materials which stimulate the senses and interests of the children. Teachers meet individual needs of the children with a flexible schedule and a variety of play activities. They tune into routine needs, but also recognize the need for a balance of quiet and active experiences. Nurturing and responsive caregivers promote the development of mutual respect between children and adults. As your child learns to trust the adults who provide for their physical, psychological and emotional needs, he / she will be able to develop their own sense of self-esteem and self-worth.

Infant and Toddler Daily Care Routines

Each infant will be fed according to the child's own feeding schedule. Infants will be fed according to the individualized written schedule obtained from the parents at admission keeping in mind that no child may go more than three hours without being offered nourishment while in our care. This form is to be revised every three months or more frequently if it is warranted. For infants twelve month of age or younger, Wishing Well Preschool provides an iron fortified infant formula which is mixed according to the manufacturer's directions. If a parent chooses to use an alternate brand of formula or breast milk, it must be provided by the parent.

Parents are required to provide bottles and nipples used at Wishing Well Preschool. The bottles may remain at school as the teachers will wash and sanitize them between each use. Bottles will be heated under warm water in a large cup. Staff will discard left over milk or formula after each feeding.

Children who are unable to hold a bottle will be held whenever a bottle is given; however, infants who show a preference for holding their own bottles may do so. Older infants will be fed in a high chair. Parents need to inform their child's teacher when baby food and solid foods are to be introduced to their child at meal time. Infants over 12 months of age will be provided with Grade A pasteurized vitamin D milk. Another type of milk or milk substitute may be provided by the parents if written directions are provided by the child's physician. Toddlers will follow the group schedule for meals and snacks, but teachers will also accommodate individual needs and schedules.



Naptime is scheduled to suit the individual needs of each child. Each child has their own designated crib, cot, or sleeping bag separated from others and in a quiet area of the classroom. Caregivers are there to help provide a peaceful nap time and are trained to handle any potential problems which may arise. Our staff is trained in Sudden Infant Death Syndrome (SIDS) reduction and Shaken Baby Syndrome (SBS) upon hire per DCF bureau of licensing requirements.

Unless advised by a physician, all infants are placed in their crib on their back to sleep. All precautionary measures recommended by DCF are adhered to by all staff that cares for infants less than twelve months of age. Babies need to sleep on a firm mattress and they will not be put on fluffy blankets, pillows or other soft surfaces for sleeping purposes. Stuffed toys will not be placed in cribs. The brochure "Back to Sleep: Reducing the Risk of Sudden Infant Death Syndrome" and information regarding SBS is provided to all families of children less than one year of age.

The temperature will be kept moderate in the classroom. Air conditioning is provided during warm summer months. Wishing Well Preschool is a smoke free environment.

Diapering & Toileting of Children Policy

Children’s wet or soiled diapers will be changed at least every two hours, or as needed. Soft, absorbent, disposable towels shall be used for cleaning the child. Staff members will wear gloves when changing soiled diapers. Diaper changing surfaces will be cleaned with soap and water and then disinfected with an approved solution after each use. Disposable diapers will be placed in a plastic lined, covered container and disposed of frequently throughout the day.

Care givers will wash their hands with soap and running water before and after each diapering or assistance with toilet routines. If requested of the staff, parent supplied lotions, powders, or salves will be applied to an infant or toddler during diapering. After diapering or toileting, children’s hands will be washed with soap and water. Toilet training will be initiated when a child is ready. Consultation between the child’s parent(s) and teachers will be conducted prior to any toilet training.

Non-English Families who Enroll

Families who speak other languages will be directed to translation resources available on the internet. Community resources may be used if available. The need for additional resources will be evaluated on an individual basis.

Pre-School Program

Our goal is to provide developmentally appropriate opportunities throughout the day based on your child’s individual needs. We strive to develop the foundations for future academic learning, wholesome social relationships and emotional health.

Through instruction based on Developmentally Appropriate Practices, your child will be introduced to a wide variety of learning opportunities. Your child’s day will include many active learning experiences. Children will explore their world through hands on activities such as cooking, science experiments, learning centers and field trips.



Teachers will use a variety of teaching styles to teach the same concept or skill, thus meeting the learning needs of all the children in the classroom. Our classrooms display a balance between teacher-directed and child-directed activities. Integrated curriculum through themes allows children to investigate areas of interest from multiple perspectives.

Learning centers create the foundation of our preschool classrooms and include blocks, art, science and sensorial, home living, reading and small motor development. These independent areas are designed to engage the children in open-ended exploration where they can develop cooperative learning, social interaction, real-life problem solving and autonomous learning. Your child's day is designed to provide a wide range of activities alternating between quiet and active, indoor and outdoor, yet provide the comfort and securities of a familiar routine. Weekly lesson plans are posted on the Parent Board in your child's classroom and individual copies are available by request.

Studies indicate the best time to learn a foreign language is in the early years of childhood when a child's mind is exceptionally open to language acquisition. As a result, we've incorporated a Spanish program for children four years and older. Your child will be introduced to familiar Spanish greetings, colors and numbers, terms for family members, body parts and much more. They will learn all of this in a fun, relaxed atmosphere with music, movement, games and puzzles. They will also have the opportunity to discover the Spanish culture through books and stories.

During the spring and summer months, the children will help prepare our summer garden. Children will have the opportunity to plant seeds, watch them grow, and harvest what they have grown. By cultivating their curiosity about these things, we can help them develop a love of nature and gardening.

Field Trips and Transportation



Field trips offer additional hands-on learning experiences that will long be remembered by the children. Field trips are planned to enhance your child's learning experience at Wishing Well Preschool. There will be a minimum of one week's notice to parents prior to a scheduled field trip date. Parent chaperones are always welcome to join us. To ensure the safety and enjoyment for all of our children while away from our facility, the

administrator reserves the right to withhold any child from a field trip if said child participates in disruptive behavior prior to the field trip.

Field trip preparations:

- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation. Small group and center activities can be planned to extend children's learning. Props or materials can be added to dramatic play that will deepen children's understanding. In addition to preparing for the learning experience, the teacher should prepare the children for each trip.
- All field trips will be posted throughout the building and any specific instructions will be listed on these notes (special shoes, sack lunch, etc.)
- The teacher will explain the planned field trip to parents and receive permission slips for each child for each trip.
- Before going on the field trip, a map or explanation of what the schedule will be, will be discussed with all staff before the field trip occurs. (Maps of locations so staff knows where things are, idea of how tour will go and in what groups they will occur.)
- One staff member will be in charge of the overall group. That staff member will be the go-to person for all the groups on the trip, and be in contact with the center if anything is needed. Everyone will be aware of who this person is.
- Safety precautions, the buddy system, positive behavioral expectations and emergency procedures with children and adults should be reviewed and rehearsed as necessary. The type of system used will depend on the age of children and the amount of chaperones per group.
- The staff will make sure each child has a Wishing Well shirt that is color coded to match their class. Parents who are chaperoning will be informed of what color children are wearing and will be asked to wear the same color as well. Before the class loads the bus, chaperones will be introduced to the children in the room so children know who is there to help them.
- On the bus, classes will sit together and older children will sit in the back of the bus and younger children in the front.
- The teacher will decide how children will be grouped with adults. The adult chaperones must have lists of the children in their care with the telephone number of the school/center. Chaperones are there to help so please use them. The class should be divided where adults are responsible for the same amount of children, but teachers should be ultimately responsible for the entire group and everyone should still be together as a group. Adult supervision of all children at all times is essential. Children must never be left alone or sent ahead of the group for any reason.
- The teacher must have children and parents' names, telephone numbers and school/emergency telephone numbers with them at all times. An accurate list of children in attendance on the day of the trip must be supplied. A copy should be also left at the school/center.

- If a child becomes sick on a field trip then parents/guardians will be notified and expected to pick up a child from the field trip location.
- A place for regrouping and checkpoints should be identified at each trip site.
- A designated staff person for each group should have the responsibility of carrying a first aid kit and needed supplies including bandages, gloves, wet wipes, diapers if needed, etc. Required medications, allergy concerns and nutritional needs must be considered.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his / her addition to the class. An additional fee for the day, as well as the cost of the field trip will be due prior to the date of the trip.

Transportation for all field trips will be scheduled through a local busing company. A request will be made for the bus to be equipped with seatbelts. If a bus with seatbelts is not available, parents will be notified immediately. Local activity transportation will be provided via the Wishing Well van equipped with approved car seats, booster seats and seatbelts as appropriate to height and weight of the children. One seatbelt is issued per child. If not enough seatbelts are available for everyone, a second trip will be made.

While transporting the children from Wishing Well Preschool to a designated location, an attendance report listing all children present will accompany the driver. It is the driver’s responsibility to ensure each child has exited the van or bus by physically checking against their attendance record. After all the children have exited, a designated staff member will make a final sweep of the vehicle ensuring no child remains on the vehicle. The same procedure will be followed for the return to the school.

Television and Movie Viewing

Since children benefit more from hands-on experiences, television and movie viewing is used only as a supplement to your child’s learning experience. Materials are limited to those which are appropriate and educational. When media materials are used, alternative activities are available to children. Only movies with a rating of G will be shown to the children five years old and younger.

Television and movies will not be used in place of outdoor and large muscle activity when inclement weather occurs. On days children are unable to go outdoors, staff is required to include alternate large motor activities in their daily schedule.

Classroom Pets

It is the belief of Wishing Well Preschool that pets in a classroom can teach the children additional responsibilities of care and respect. No pet will be introduced to a classroom without a signed permission slip from each child's parent. The children will actively participate in the introduction and care of their classroom pet. Please speak with the administration at time of enrollment regarding what pets are currently in the classrooms.

Special permission is needed prior to a pet being brought to school for a visit. This is done for all the children's protection against possible allergic reactions. We also require the child's parent remain on hand to take the pet home after the children have seen and enjoyed the visit. All animals (dogs and cats) need to be healthy and vaccinated before bringing them to the center. Parents will be notified at least one week in advance if a pet is visiting our school via classroom parent board and / or daily sheet.



Family Participation

Daily contact between parents and teachers is an important part of our program. Teachers value their relationships with families. Parents who show an interest in their child's learning and friendships at preschool, also show their child that they value the child's day-to-day school experiences. By sharing information, we can work together to meet your child's specific needs. Please let us know how your child is feeling about school or about any issues at home or circumstance that may affect his or her behavior. Teachers make many efforts to keep in touch with families regarding a child's progress and development. Daily conversations, notes home, phone calls, bulletin board announcements, and parent letters are some of the ways we communicate with families.

Family participation and observation is encouraged so you can gain a deeper understanding of your child's day at Wishing Well Preschool. Participating with your child in the work and play of preschool helps strengthen the home-school bond. Some family members have special talents, cultural traditions, skills or experiences they can share with all the children. Others may have time to spend helping in the classroom, reading with the children, or chaperoning a field trip. Parents may be requested to complete a criminal background check as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions, and / or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

We provide families of our younger children with a daily report, which tells you about your child's day including information on diapering, naptime and feeding (when applicable). When your child's teacher fills out the daily sheet, she is constantly reviewing your child's participation in the various daily activities. This form is designed to give you an overview of your child's day and the activities which he / she enjoyed. Daily reports are available for our preschool children upon request.

A parent information board is located in each classroom with information on daily schedules, weekly lesson plans (Copies are available to individual families upon request), field trip information and school events. Monthly newsletters are distributed to all families and posted in the classroom. With your permission, Wishing Well Preschool may periodically e-mail photos of your child participating in activities to an e-mail address provided by you on the Parent Handbook agreement form.

Family - Teacher conferences are held twice per year; once in the fall and again in the spring. Lead Teachers post schedules for families to sign up. The purpose of the fall conference is to set goals for the year. It allows us to establish understanding, cooperation, and consistency between home and school. In the spring, we focus on the progress of your child; developmentally, socially and emotionally. Teachers develop a more formal progress report during the spring. We are always available for an extra conference or meeting should the need arise.

Additional events and activities offer opportunities for family engagement are listed below. Watch your child's folder or monthly newsletters for additional ways you can become involved.

Traditions at Wishing Well Preschool

Scholastic Book Club: Each month, inexpensive books are offered for sale through Scholastic Book Club. The school earns bonus points to order free books and materials for use in the classrooms to enrich the children's learning.

Summer Picnic: This family event is held at the end of each summer. We join together over food and music. This event is a great opportunity to meet other families as well as your child's school friends.

School Picture Day: Individual and class pictures are usually taken in mid-October. Exact dates are posted once scheduled each year.



National Week of the Young Child: Each April, one week is set aside to celebrate young children. Many special activities and events are planned for this week to let our children, families, and teachers know how wonderful they are to early childhood education.

4K Graduation: We have a graduation ceremony every year at the end of May or beginning of June for the 4K children entering Kindergarten. This is an opportunity to join together in celebration and acknowledge our children's efforts.

Winter Concert: Each year in late December, Wishing Well Preschool presents a Winter Concert held at the High School Performing Art Center. All children from our toddlers to our 4K program participate in this fun winter celebration. When we are done performing, families join us for a special visitor and cookies.

Parent Appreciation Committee

Wishing Well Preschool's Parent Appreciation Committee (PAC) is composed of parent volunteers acting collectively to promote a positive supportive relationship between teachers, staff, and families through a variety of activities, including classroom and facility enhancements, teacher and staff appreciation, and parent outreach advocacy. PAC meetings are held quarterly at Wishing Well Preschool usually in the evening after the center closes. Watch the Parent Newsletter for our next meeting time or contact a director for further information.

Nutrition Policy

Wishing Well Preschool provides your child with nutritious meals prepared by a full-time nutrition coordinator. Breakfast, lunch and afternoon snack are provided each day to all children in attendance during meal time including school-age children. All children who attend Wishing Well Preschool participate in the Child and Adult Care Food Program (CACFP). The CACFP is a federal program of the Food Nutrition Services, United States Department of Agriculture (USDA). This program gives financial assistance to licensed child care institutions to provide nutritious meals. In Wisconsin, the Department of Public Instruction administers the CACFP.



The primary goal of the CACFP is to improve the diet of children twelve years of age and younger. The CACFP reimbursement helps to offset food costs so caregivers are better able to furnish high-quality, nutritious meals, and

snacks to infants and children in their care. In addition, Wishing Well Preschool provides one brand of iron-fortified formula (two types), rice cereal and jar infant food. Parents of infants may select the center provided iron-fortified formula or may opt to provide their own breast milk / formula. Written instructions are required for all infants regarding hours of feeding and quantity of food through the use of an Infant and Toddler Intake Form. This will ensure the routine set by parents at home will be continued while in our care.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Children will be seated at child-sized tables and chairs for lunch and snack. Teachers will join the children in order to promote good table manners, sanitary habits, conversation and social skills, and to supervise the children. On occasion, we may request you to provide a sack lunch for your child. We ask you to please follow a nutritious meal pattern when packing a sack lunch. Guidelines can be found in Appendix A of this handbook. If this poses a hardship for your family, please speak directly with the administration to make arrangements for your child's lunch.

Seasonal menus are posted on the bulletin board outside the kitchen and in your child's classroom. In the event a change needs to be made to the menu, it will be noted on the menu located near the kitchen. Individual copies of the menu are available to parents upon request.

If your child has special dietary needs or a food allergy, we require the information be provided on the Health History and Emergency Care Plan form to be shared with your child's teacher, the Nutrition Coordinator and the administration. Please discuss substitution options with the center director to ensure compliance with CACFP. A physician's written authorization is required for requested diets which do not meet the nutritional requirements of the USDA and state child care licensing regulations.

You may bring in a special treat for birthdays or special days to share with the class during snack time. Please consult with your child's teacher before bringing the treat to school, as there may be children in attendance with food allergies. They can also ensure there is no more than one celebration per day and let you know how many children will be in attendance on the day chosen.

Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Individual Emergency Action Plan" form, detailing any allergies, food or otherwise, from which the child suffers at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parents or legal guardian. The form must be updated every six months, or more frequently if needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Wishing Well Preschool is released from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Individual Emergency Action Plan" form, provided Wishing Well Preschool exercises reasonable care in taking such actions.

Health Policy

Under no circumstances may a parent bring a sick child to daycare. Sick children will expose all children and staff members with whom they come in contact. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, other parents will be unnecessarily

inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

In the event your child is found to have a temperature at or above 101° Fahrenheit (taken on two separate thermometers), has two episodes of diarrhea and / or two episodes of vomiting, you will be contacted via phone and required to pick up your child within one hour. If a parent is reached, but cannot pick their child up; it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form.

In order to protect your child and others, Wishing Well Preschool requires you to make alternate care arrangements for your child if any vomiting, diarrhea, or an oral temperature over 101° F is present (no degree added). Children will not be admitted with visible signs of illness or for 24 hours after illness-induced fever, vomiting, or diarrhea. Children must be symptom free or on prescribed medication for 24 hours prior to returning to Wishing Well Preschool to avoid possible exposure to other children. We reserve the right to request a doctor's release in the case of certain illnesses.



Children attending should be well enough to participate fully in the program including active play both in and out of doors. In order to remain compliant with state child-teacher ratios, no child will be allowed to stay indoors while their class participates in outdoor activities. If your child is well enough to attend school, they are considered well enough to play outside.

Any other health condition which may endanger the health of our students and staff or restricts your child's ability to participate in our daily activities will require you to make alternate care arrangements for your child. In the event your child contracts head lice, he/she may not return to the center until he or she is completely nit free. This is to ensure the prevention of an epidemic, which could cause the center to close temporarily.

Wishing Well Preschool is mandated to report all communicable diseases to the local health department. Parents will be notified if their child has been exposed to a communicable disease. Notices are posted on the bulletin board near the front office and on the classroom parent information boards. In return, we ask you notify us when your child has been exposed to or has a communicable disease. Wishing Well Preschool follows the guidelines of the Dane County Public Health Department with regards to communicable disease and illness.

Wishing Well Preschool also has a healthcare provider that will consult with management on any questions or concerns with any health related situations.

Medication



Parents are required to provide written authorization on a DCF approved form prior to staff administering any prescribed medication to a child. No over the counter medications will be administered by Wishing Well staff members. All prescription medications are to be in their original containers with your child's name, dosage and time frames / limits for administering. Please ask your child's teacher where medications are stored in their classroom. Please hand all medications to a staff member, do not put medicine in your child's backpack or diaper bag.

Injuries and Emergency Situations

Wishing Well Preschool employs teachers who are trained in CPR and First Aid. Superficial wounds will be cleaned with soap and water only and protected. Routine procedures as learned in basic first aid training will be followed for treatment of serious but non-life threatening and minor injuries. First Aid Kits are located in the office and are taken on all field trips away from Wishing Well Preschool along with a set of Emergency Contact Forms for each child.



If an injury is more serious, the parent or emergency contact person will be notified immediately. In an extreme emergency, the child will be transported by 911 services to the closest and best available health care facility as determined by emergency medical personnel. If you wish to have your child transported to a particular hospital, please indicate this on your child's enrollment forms. The same policies will be used for all off-site field trips and activities.

An accident report is completed for any injury occurring at Wishing Well Preschool. Copies of these reports are kept in the child's file and recorded in the classroom medical log book. These reports are reviewed bi-annually to ensure all possible preventative measures are being taken. Parents may request to view this log in regards to their own child at any time.

Wishing Well Preschool has an emergency response plan which incorporates situations such as fire, tornados and natural disaster. Fire drills are held monthly and tornado drills are conducted April through October. Teachers lead children to a designated safe area and evacuate the children off-site only when instructed to do so. Staff and students will remain in the safe area until an “all clear” signal is given. Plans for taking appropriate shelter with children during these emergencies are posted in each classroom. In certain situations, children will be evacuated to Yahara Elementary School. Parents will be notified when such an event occurs. During severe weather, constant checks are done for emergency information. Please do not attempt to contact the center during these situations as our primary concern is for the children during this time. Constant phone calls from a parent ensuring we are aware of the situation distract us from doing our job – keeping your child safe.

All children are closely supervised at all times by their assigned teacher. Each classroom records your child’s arrival and departure time on an attendance form, which lists each child and their date of birth. In the event a child is discovered missing from the facility after being signed in, without being signed out, or from a field trip location, the parent(s) will be informed immediately. If the parent does not know where the child is or if the parent cannot be reached, the local police will be contacted.

Health Precautions and Personal Hygiene

Children are required to wash their hands upon entering the classroom. Wishing Well Preschool expects parents to supervise this activity before leaving the classroom, as teachers are busy interacting with all children at this time. Teachers will assist infant’s with hand washing as needed by first wiping the infants hands with a damp paper towel moistened with a drop of liquid soap and then discard the towel, then wiping the infant’s hands with a clean, wet paper towel until infant’s hands are free of soap and finally, dry the infant’s hands with a clean paper towel. Children and staff are also required to wash their hands after toileting, before meals and before handling food, after nose blowing, and before and after classroom sensory activities. (I.e. sand / water table, play dough, etc.)



Combs, brushes, or toothbrushes are not provided by Wishing Well Preschool. Wet or soiled clothing is changed promptly and placed in a plastic bag to be sent home. A complete, weather-appropriate change of clothes shall be kept at school for each child at all times.

The purpose of this universal precaution procedure policy is to protect the children, parents and staff from the transmission of all communicable diseases spread by contact with bodily fluids. Each staff is trained in universal precaution procedures. They are required to wear clean disposable gloves when handling blood, urine, stool or vomit. Gloves will be removed and hands will be washed after such contact before touching another individual. Any area of skin which may have come in contact with the bodily fluids must be thoroughly washed with soap and water. Gloves, bandages, paper towels, etc. which have been contaminated with bodily fluids shall be sealed in a plastic bag and disposed of in a plastic lined trash can out of reach of children. Children's clothing soiled with these bodily fluids shall be removed from the child, sealed in a plastic bag and returned to the parent. All surfaces contaminated with bodily fluids will then be thoroughly washed with soap and water. After washing the area, staff will disinfect the surface with a sanitizing solution approved by DCF for this purpose.

Parents will be informed if their child has any direct physical contact with blood from another individual, including the circumstances of the contact (e.g. what happened, how much blood, what part of the body, etc.). These incidents will also be recorded in the classroom medical logbook, omitting the name of the other individual if involved to maintain confidentiality.

Center areas will be kept in a reasonable state of cleanliness at all times. All toys and surfaces will be washed with soap and water and then sanitized with an appropriate solution as they become soiled to minimize the spread of germs among children. Teachers are required to periodically sanitize all equipment, toys and surfaces in their classroom to aid in the cleanliness of their room.

There is at least two staff on premises during all normal hours of operation. In the event one teacher should need to leave, there shall be a designated person who will serve as the available adult within five minutes of the facility.

Fire extinguishers are inspected annually by Jefferson Fire Protection. Teachers receive annual training in operation of these extinguishers through the DeForest Area Fire Department.

Should Wishing Well be without power or water for more than three hours; parents will be notified to immediately pick up their child.

All center compliance issues, emergency evacuation practices, licensing notes and center license are posted in the Administrator's office behind the door in full view. All other parent information pertaining to the classroom and / or children may be found on the parent board in each classroom. See your child's teacher for more details.

Confidentiality

Law obligates all employees of Wishing Well Preschool who have access to children's records, to neither discuss nor disclose personal information regarding any child or facts learned about any child and their relatives except with other staff members who need to know in order to perform their duties. This does not apply to the parent or a person authorized in writing by the parent to receive the information, any agency assisting in planning for the child when informed written parental consent has been given, or agencies authorized under s. 48.78 statutes of Wisconsin. A parent, upon request, has the right to access all records and reports maintained on his or her child. All records required by DCF for licensing purposes will be made available to the licensing representative as required by law.

Information regarding your child's specific medical condition or needs disclosed on your child's Health History and Emergency Care Plan will be shared with staff in which the information would be necessary to provide optimal care for your child. This information will be shared by the Lead Teacher or administration directly with the teacher providing care for your child.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Wishing Well Preschool are strictly prohibited from discussing anything about another child with you.

Child Abuse and Neglect Reporting

All employees of Wishing Well Preschool, who know or have reasonable cause to suspect a child has been abused or neglected, are mandated by state law, to contact the county department of social services or a local law enforcement agency. The Administrator shall determine on a case-by-case basis if and when parent(s) should be notified a report is being made. Every employee of Wishing Well Preschool who comes in contact with the children at the center receives training in the following areas:

1. Child abuse and neglect laws.

2. How to identify a child who has been abused or neglected.
3. Documenting findings / observations in the medical logbook.
4. The process for reporting known or suspected cases of child abuse or neglect

As mandated reporters, the staff of Wishing Well Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Release of Your Child

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Wishing Well Preschool, as provided by law. In cases where an enrolled child is the subject of a court order (i.e. Custody Order, Restraining Order, or Protection from Abuse Order), Wishing Well Preschool must be provided with a copy of the most recent order and all amendments thereto. If conflicting court orders are presented, the most recently dated court order will be followed. The orders of the court will be strictly followed.

In the absence of a court order on file with Wishing Well Preschool, both parents shall be afforded equal access to their child as stipulated by the law. Wishing Well Preschool cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If you anticipate any problems in this area, please speak with the Administrator.

If a staff is concerned about releasing a child to a parent or other authorized pick-up person the following procedures will be followed. Examples of when a staff would be concerned for your child's safety are when a pick-up person appears to be too ill to drive, the person appears to have been drinking alcoholic beverages, or the person appears to be under the influence of any type of drugs. The staff will offer to contact the other custodial parent or an emergency back-up person who is authorized to call for the child. Staff has the right to contact the local law enforcement as well. Although teachers of Wishing Well Preschool understand these could be embarrassing situations, our main concern is the safety of all children who attend our school and their families.

Grievance Procedures

If there is a concern about some aspect of Wishing Well Preschool, we request parents to first attempt to discuss the concern with the staff person involved. If the matter or concern cannot be satisfactorily resolved with the staff person involved, the parent(s) should immediately bring the concern to the attention of the Center Director to insure the concern is addressed and dealt with appropriately. If at this point the concern has not been addressed to the

parents' satisfaction, the issue should be brought to the Administrator in writing. The Administrator will review all elements of the concern for evaluation. The final determination will be at the sole discretion of the Administrator. Experience has shown most, if not all problems can be resolved by honest and cooperative discussion between employees and their supervisor.

Discharge Policy

Certain situations may arise that would result in the Administrator having to make the difficult decision of requesting a family to leave our center. The Administrator reserves the right to terminate the enrollment of a child at any time for one or more of the following reasons:

- The child has special needs which the staff is unable to handle effectively. This includes, but is not limited to severe emotional or physical challenges which endanger the health or safety of the child, other children in the class and / or staff; continual or excessive physical or emotional abuse of fellow students or staff by a child; debilitating or terminal illness which staff is unequipped to accommodate.
- Non-payment or regular late payment of fees. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collections.
- A parent fails to observe the policies set forth by the Administrator.
- Failure to submit the forms required by DCF and Wishing Well Preschool and Child Care.
- Physical or verbal abuse of children or staff by a parent.
- Personality conflicts, including though not limited to condescending and / or sexist behavior directed at staff by a parent.
- The child is absent for two consecutive weeks without notice and without contact from the parent(s) indicating the reason for the absence and expected date of return. The child will be dis-enrolled and a notice of termination will be sent to the address on record.

Obviously, it is impossible to anticipate every situation which may arise at Wishing Well Preschool and Childcare. Ultimate authority for interpretation, application and enforcement of the policies set forth in this handbook rests with the Administrator of Wishing Well Preschool or her designee.

Parent Acknowledgement

I, _____, have received and read in its entirety a copy of the Parent Handbook. I have had an opportunity to clarify all aspects of the policies and agree to abide by its terms and conditions. I realize I am required to accept the terms and conditions as stated in the Parent Handbook as a prerequisite for enrolling my child(ren) at Wishing Well Preschool and Child Care, including the two-week termination policy for disenrollment of my child(ren). I further understand failure to acknowledge financial responsibility under these terms will cause my account to be turned over to the center's attorney for immediate collection of fees including court filing fees and attorney's fees.

I have also received a copy of the weekly fee schedule for Wishing Well Preschool and Child Care and I understand prior authorization is needed to change contracted hours of attendance.

First Date of Attendance: _____

Parent's Name: _____

Child's Name: _____

Enrollment Date: _____

E-mail Address _____

Signature: _____

The Mynski Corporation, d.b.a.

Wishing Well Preschool and Child Care, by:

(Administrator or designee)

